

Table Of Contents

INTRODUCTION	1-2
Purpose	1-2
Structure	1-2
SYSTEM CHARACTERISTICS	1-3
Getting Started (Logon)	1-3
CFMS System Activities	1-7
Closing Your Session (Logoff)	1-10
Security	1-10
Error Conditions	1-12
CHAPTER 1 CONCEPTS	1-1
CHAPTER 2 PROCEDURES	2-1
CHAPTER 4 DOCUMENTS	4-1
CHAPTER 6 REPORTS	6-1
APPENDIX	
Appendix A CFMS Status Code Matrix	APNDXA1-1
Appendix B CFMS Document Types	APNDXB1-1
Appendix C Commodity Code Matrix	APNDXC1-1
Appendix D CFMS Approval Matrix	APNDXD1-1
Appendix E CFMS Processing Flow	APNDXE1-1
Appendix F Agency Procedures	APNDF1-1
Appendix G CFMS Program Purpose Statements	APNDXG1-1
Appendix H AGPS Shared Documentation	APNDXH1-1

INTRODUCTION

Purpose

The purpose of this User Guide is to provide users of the Contract Financial Management Subsystem (CFMS) with a simple, useful reference tool to assist them in their use of the system. This User Guide should be used in conjunction with the training materials that have been provided at your installation. This document is meant to be practical in nature - that is, it is for employees who are 'hands on' users of the CFMS subsystem to use when they need assistance entering valid data into the system. It is a reference document; as such it is not intended to provide detailed instructions about the contracting function, nor does it contain descriptions of the computer programs that are a part of CFMS.

Structure

The CFMS User's Manual is structured in the following manner for ease of cross reference and use.

CHAPTER: Each chapter represents a process, i.e., maintaining the Agency Database, processing Contracts, etc.

Section: Each section will address all information, procedures and screens used for that process. The section(s) will address Concepts & Policies, Procedures, Documents, and Reports if applicable. Where required, cross-reference will be provided.

SYSTEM CHARACTERISTICS

Getting Started

(Logon)

Logging on to AGPS/CFMS consists of two phases. The first consists of the set of procedures which allow the user to access the mainframe computer system. To access the mainframe, bring up the following DOA screen.

```

95.035          DIVISION OF ADMINISTRATION  ACF/VTAM          TERM: DAT0075B
16:50                                     MODEL 3

      DDDDDDDDDDDDDDDDD  OOOOOOOOOOOOOOOO  AAAAAAAAAAAAAAA
      DDDDDDDDDDDDDDDDD  OOOOOOOOOOOOOOOO  AAAAAAAAAAAAAAA
      DDDDDDD  DD  OO  OO  AAA  AA
      DDDDDDD  DD  OOO  OO  AAA  AA
      DDDDDDD  DD  OOO  OO  AAAAAAAAAAAAAAA
      DDDDDDD  DD  OOO  OO  AAAAAAAAAAAAAAA
      DDDDDDD  DD  OOO  OO  AAA  AA
      DDDDDDD  DD  OOO  OO  AAA  AA
      DDDDDDD  DD  OOO  OO  AAA  AA
      DDDDDDD  DD  OOO  OO  AAA  AA
      DDDDDDDDDDDDDDDDD  OOOOOOOOOOOOOOOO  AAA  AA
  
```

```

message line 1.....
message line 2.....
  
```

PHONE (504) 342-4730 FOR ASSISTANCE

APPLICATION	ENTER	APPLICATION	ENTER
DOA PRODUCTION CICS	C	DOA OSFA CICS	CL
DOA TEST CICS	CT	DOA TSO	T
DOA DEVELOP CICS	DEV	DOA PAYROLL	CP
DOA ISIS PRODUCTION	CI	DOA ISIS TEST	CJ
HOUSE / SENATE COMP CTR	CH	UNLISTED	APPLICATION NAME

At the cursor location, type **CI** and press enter. User will be brought to the screen on the following page.

```
DATE 02/02/95          DIVISION OF ADMINISTRATION      NETID:  DAT0039B
TIME 09:11:43          CICS - ISIS PRODUCTION SYSTEM    CICSID: $ACH
```

```
BSGM0001  ENTER A TRANSACTION AND SIGNON IF NECESSARY.
```

```
TASK - ID:  ISIS
```

```
USER-ID:
```

```
PASSWORD:
```

```
message line 1.....
message line 2.....
message line 3.....
```

The next step involves logging on to ISIS, which consists primarily of providing the user ID and password for access. Each user will be assigned a User ID and a password to be entered at the above screen following ISIS. Please note that the password portion of the user ID will not appear on the screen as it is typed in. This feature is necessary to maintain security of passwords which becomes the signature of the user with respect to ISIS.

When phase one of the logon procedure has been successfully completed the following screen will be displayed.

```

      IIIIIIIII      SSSSSSS      IIIIIIIII      SSSSSSS
      IIIIIIIII      SSSSSSSSS      IIIIIIIII      SSSSSSSSS
      III      SSSS      III      SSSS
      III      SSSSSSS      III      SSSSSSS
      III      SSSSSSS      III      SSSSSSS
      III      SSSS      III      SSSS
      IIIIIIIII      SSSSSSSSS      IIIIIIIII      SSSSSSSSS
      IIIIIIIII      SSSSSSS      IIIIIIIII      SSSSSSS

```

I N T E G R A T E D S T A T E W I D E I N F O R M A T I O N S Y S T E M

1. FINANCIAL MANAGEMENT APPLICATION
2. FINANCIAL MANAGEMENT PERSONAL COMPUTER INTERFACE
3. PURCHASING / CONTRACT APPLICATION
4. PURCHASING PERSONAL COMPUTER INTERFACE
- X. EXIT

CHOOSE OPTION:

USERID:

At the cursor location, type **3** and press enter. User will be brought to the AGPS/CFMS screen on the following page. (The USERID will be displayed and protected.)

Option 4 is for ad-hoc reporting and data extracts and will be provided at a later date.

This is the Advanced Government Purchasing System screen.

```

THE ADVANCED GOVERNMENT PURCHASING / CONTRACT FINANCIAL MANAGEMENT SYSTEM

AAAA  GGGGGG  PPPPPPP SSSSSSS / CCCCCC FFFFFFFF MM  MM SSSSSSS
AA  AA  GG      PP  PP SS / CC      FF      MM  MM SS
AAAAAAAA GG  GGGG PPPPPPP SSSSSSS / CC      FFFFFFFF M M M M SSSSSSS
AA  AA  GG  GG  PP      SS / CC      FF      M  M  M      SS
AA  AA  GGGGG  PP      SSSSSSS / CCCCCC FF      M      M SSSSSSS

      PLEASE ENTER FUNCTION OR SELECT FROM THE MENU
              **      **
          1. PURCHASING ACTIVITY MENU
          2. FILE MAINTENANCE MENU
          3. CONTRACT FINANCIAL MANAGEMENT MENU
          4. EXIT

SCROLL ACTION.....: T  LINE NUMBER:      LINE TOTAL: 0012
message line 1.....
message line 2.....
message line 3.....
message line 4.....
message line 5.....
message line 6.....
    
```

As a 'FUNCTION' the user may input a menu ID from the screen or the transaction ID of a specific screen. Upon pressing RETURN/ENTER the current screen will be replaced with a selected menu or the specific screen requested. This completes the LOGON to AGPS/CFMS.

CFMS System Activities

Two general categories of activities are provided by AGPS/CFMS. These activities consist of on-line entry and batch processing. The online activity is that activity used to input and record data in the system via a data entry terminal. All data input 'online' is immediately edited at time of input to insure consistency of data and prevent erroneous data from entering the system. Online data entry provides the basis for information which can be retrieved through the batch process, normally during off duty hours (nights and weekends). This user guide is a reference manual designed to guide the user through the online data entry activity.

Selecting a Transaction

Each screen in the system is identified by a four position name referred to as its transaction ID. Each screen allows the user to perform a particular function designed for that particular screen. A screen can be invoked from any AGPS/CFMS screen by keying the transaction ID as the function and press RETURN/ENTER or by selecting a AGPS/CFMS Menu by typing **MPAM** or **MFMM** as the function and press RETURN/ENTER. Once the transaction has been selected and the appropriate screen displayed, the function used will specify the action to be accomplished by that transaction.

Within AGPS/CFMS there are two methods of specifying the action to be taken. These two methods are governed by the specific screen and are referred to as function line screens and action line screens. These two methods are easily recognized by the format of the first line of a displayed screen.

FUNCTION LINE EXAMPLE

```
ENTER FUNCTION:                TRANS: KENT
REQUISITION HEADER TABLE #2
```

ACTION LINE EXAMPLE

```
ACTION:      SCREEN: KNTE USERID: FRED
REQUISITION NOTES TABLE: KEY IS REQUISITION NUMBER
```

The action line screen is used only with certain system administrator screens, e.g., FORT, LEAF, PROG, STAB, etc. All other screens use the function line method. The action line method is required due to technical aspects of the system. As can be seen from the example the action line format begins with 'ACTION:' and the function line format begins with 'ENTER FUNCTION:'. The function line contains a twelve (12) position field used to input a function or transaction ID. The action line contains a two (2) position field for the action code and a four (4) position field for the transaction ID.

FUNCTION LINE FUNCTIONS

Functions are keyed in the Function Line. To use the following functions, the user must key the function in the Function Line and press RETURN/ENTER.

FUNCTIONS	DESCRIPTION
1. ADD or A	This function allows you to add a record to the database.
2. BACK	This function takes you back to the screen you just came from.
3. CHANGE or CHG or C	This function allows you to change a record already stored in the database. If the record is not found the system will default to an ADD.
4. CLEAR	This function allows the user to clear the current screen of all data except sensitive data and automatically brings up the screen for an ADD.
5. DELETE or DEL or D	This function will cause the system to delete the record(s) displayed on the screen from the database.
6. END	This function takes the user out of the AGPS/CFMS application. If END is used in conjunction with the PAUSE function, the system will return the user to a previous screen.
7. GET or G	This function allows the user to retrieve specific records by entering the key of the desired record (This applies to text screens with a function line only).

- | | |
|---------------------------|--|
| 8. INQUIRE or INQ
or I | This function allows the user to scan all records in a given table by simply pressing enter. |
| 9. PAUSE | This function can be used in two ways. The first is to input only PAUSE. This will take the user out of the AGPS/CFMS application completely. To return to AGPS/CFMS the user must input ISIS. The second way to use PAUSE is to input PAUSE followed by a transaction ID. The system will automatically take the user to the specified screen, while still remembering which screen it came from. To return to the original screen the user must input END as the function. |
| 10. UPDATE | Not currently used in this application. |
| 11. AUTOSKIP | This is not a function that a user will input. It appears when the system has reached the end of a record string displayed as columnar data. It indicates that the system will skip to the next screen defined in the profile for that screen. |
| 12. | Leaving the function blank for a given screen will cause the system to move to the next record in the database when RETURN/ENTER is pressed. The system reacts to a blank in the same manner as INQUIRE. If the user leaves the function blank and tabs off of the function line the system will move to the next screen in the profile for the current record. |
| 13. Transaction ID | Inputting the transaction ID will cause the system to move to the screen selected. The record displayed will depend on the screen selected and the availability of that screen's key from the previous screen. If no key is available the system will display the first record from the database. |

ACTION LINE FUNCTIONS

Functions are keyed in the Action Line. To use the following functions, the user must key the function in the Action Line and press RETURN/ENTER (applicable only to certain screens).

FUNCTIONS	DESCRIPTION
1. B	This function takes you back to the screen you just came from.
2. C	Changes non-key fields in all table entries on the screen to the values currently displayed.
3. E	Ends the current AGPS/CFMS session.
4. S	Scans the requested record. The full key must be supplied for each record to be read.
5. L	The L action code will cause the system to leaf to the screen identified in the screen field.
6. P	<p>This function can be used in two ways. The first is to key only P. This takes the user out of AGPS/CFMS. To return to AGPS/CFMS the user must key MCDC.</p> <p>The second way to use PAUSE, is to key P followed by a transaction entered in the screen field. AGPS/CFMS will remember the current transaction and take the user to the new transaction. To return to the original transaction the user must key E in the Action Line. Up to three PAUSEs may be active at any time.</p>

Getting Off
(Logoff)

To exit AGPS/CFMS, move the cursor to the Function Line of any transaction, key END and press RETURN/ENTER. If the user is in a PAUSE mode, another transaction will appear. Repeat the above until all the PAUSE modes are cleared (Up to three PAUSEs can be active at a time). When a clear screen appears, key LOGOFF and press RETURN/ENTER. This will return you to the mainframe signon screen.

Security

Security in AGPS/CFMS may be discussed from five separate viewpoints. First, signing on to AGPS/CFMS. Second, the ability to use certain screens. Third, the ability to perform certain functions. Fourth, the ability to access records. Fifth, the ability to change certain data elements. Each of these are discussed below.

SIGNING ON TO AGPS/CFMS

See this section for detail instructions on how to sign on and get started. In order to sign on to AGPS/CFMS a user must have a valid USERID and password. USERIDs and passwords are maintained in the BAAT Table by the System Administrator. If the attempted USERID and password are not in the BAAT Table, the user will not be allowed to process past the AGPS/CFMS sign on screen.

ABILITY TO USE CERTAIN SCREENS

Before a user is allowed to use AGPS/CFMS, entries must be made in the STAB Table (Security Table). This table defines the transactions that a USERID may access.

ABILITY TO PERFORM CERTAIN FUNCTIONS

The functions (add, change, inquire or delete) which a user may perform are identified in the STAB Table along with the transactions.

ABILITY TO ACCESS RECORDS

During the contracting process, it is important that the persons from one organization not be able to see or change the contracting documents from another organization. In order to accomplish this, on these sensitive documents, AGPS/CFMS requires an agency number against which access is controlled. For contracts, access is controlled by the contracting agency.

User:

The record access controls will limit one organization from seeing or maintaining the contracting documents belonging to another organization. Another organization is defined as one that is incompatible with the access agency codes in the BAAT Table for that USERID. The access agency codes are explained in Section 1, Installation Tables Maintenance (Access and Authorization (BAAT)), of the AGPS User Guide.

If a user has access to a contract and the contract is not encumbered or approved, the user may change the contract. Once the contract is encumbered or approved, the user may see the contract but not change it.

Contract Review:

There are two types of contracting activities defined to CFMS - Contract Review contracting and departmental contracting. Contract Review contracting has access

to ALL contracts in CFMS. The departmental contracting users have access only to those contracts controlled by their access agency codes in the BAAT Table.

ABILITY TO CHANGE DATA ELEMENTS

In CFMS, maintenance of certain sensitive data elements is controlled through the use of an authorization code. This code is held on the BAAT Table and when used it must match the USERID trying to use it.

Error Conditions

CFMS has been developed in such a way as to minimize the entry of erroneous data. The system can identify as an error any data which is obviously wrong or which conflicts with existing data or procedures. Each transaction procedure is capable of identifying data entry errors. When such an error occurs, an error message is displayed at the bottom of the screen. The last two display lines are reserved for error messages or messages which provide information to the user. Each error message consists of an error code and a message. The error code allows a technician to trace bad error messages, while the message indicates to the user the correction which must be made to process the transaction. Up to four (4) error messages may be displayed at the bottom of the screen. The system will not complete a transaction as long as errors exist. When errors have been successfully corrected the system will complete the transaction and display the messages 'SC08 PREVIOUS UPDATE SUCCESSFUL' and 'L030 UPDATE SCREEN PROCESSED'.

MULTIPLE RECORD PROCESSING

Some CFMS transactions view and process more than one record on the screen. When errors occur on these type transactions, there will be a number just to the left of the error message number referring to the record that is in error. Typically it will be 01, 02, 03 or 04. This tells the user which record is in error.

ABENDS

If, in normal processing, a user experiences an ABEND, if possible make note of the screen name, process attempted, i.e., logon, add (in a screen), change, etc., and notify the System Administrator immediately with information for correction of ABEND condition.